

Creating a Provider Letter

Quick Reference Guide

Please consult with your team to see if this functionality is part of your local workflow.

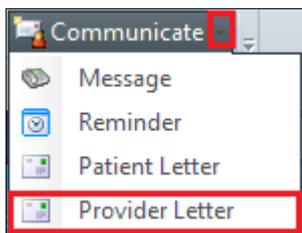
The *Provider Letter* template allows the user to create and modify the text of routinely sent letters such as the community provider notification and correspondence letters.

Create a Provider Letter

1. Open the Patient's chart.
2. Click *Communicate* drop down arrow.



3. Select *Provider Letter*.

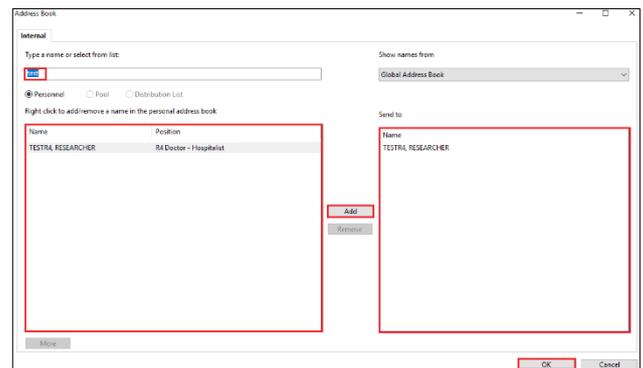


Note: The ieMR **does not** contain a community provider directory.

If the recipient is internal and works at a Queensland Health Digital Hospital the recipient will be available within the directory to be selected for correspondence.

Locating a Recipient

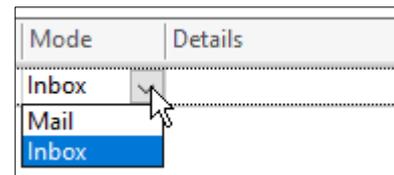
1. Click the *Binoculars*  and search for the clinician Provider's name (surname, first name).
2. Select the required clinician from the Address Book and click *Add* to move the clinician's name to the *Send to* box on the right side.



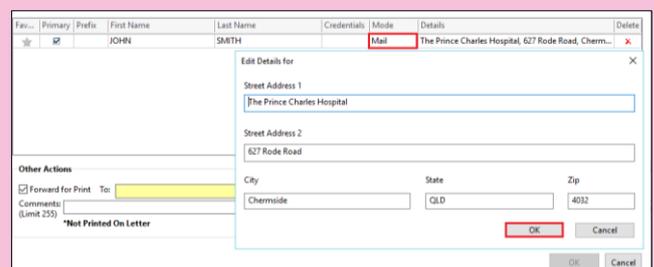
3. Click *OK*.
4. The clinician's name will appear in the *Recipient* box at the bottom.

Fav...	Primary	Prefix	First Name	Last Name	Credentials	Mode	Details	Delete
★	<input checked="" type="checkbox"/>		RESEARCHER	TESTRA		Inbox		X
★	<input type="checkbox"/>		JOHN	SMITH		Mail	The Prince Charles Hospital, 627 Rode Road, Cherm...	X

5. Review and select the appropriate *Mode* delivery for the letter using the drop-down arrow. The two options are *Mail* or *Inbox*.



Mail: To be printed out and physically sent by post to the clinician. For example, GPs and clinicians that are not within the ieMR. If *Mail* is the selected mode, the details field become mandatory to complete free text address details.



Inbox: Sent directly to the recipients Message Centre - can only be done if Clinician is in the ieMR and has an active Message Centre Inbox.

Adding a Free Text Recipient

1. A recipient can be added via **+ Add Freetext Recipient**.



2. Review the **Other Actions** section at the bottom of the Recipients window. The **Forward for Print** option is automatically selected if a **Mail** mode is selected. If this option is selected the printer window will not be presented on finalisation of the letter. Otherwise **untick** the **Forward for Print** box if you would like to print the letter.

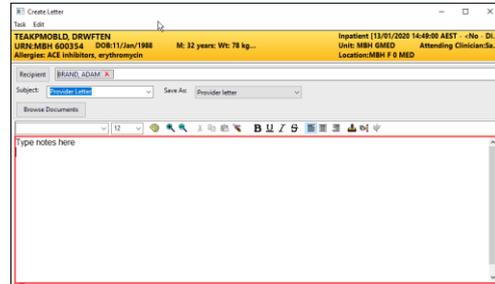


Note: To save this clinician as a Favourite, select the **star** next to the clinician's name. It will appear in the top window under the Favourite tab, for quick access in the future.

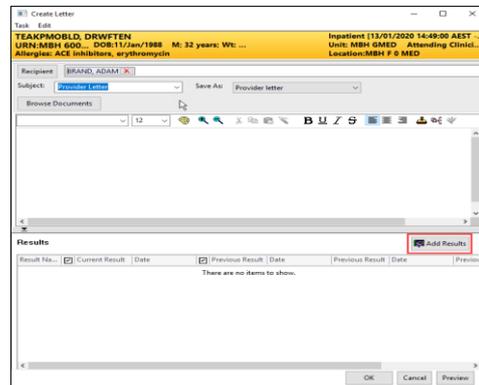
Recipient				
Fav...	Primary	Prefix	First Name	Last Name
	<input checked="" type="checkbox"/>		JOHN	SMITH

Completing a Provider Letter

1. If preferred, insert an auto-text template via the manage auto-text button or document free text.



2. To include results in the correspondence, click **Add Results** button.

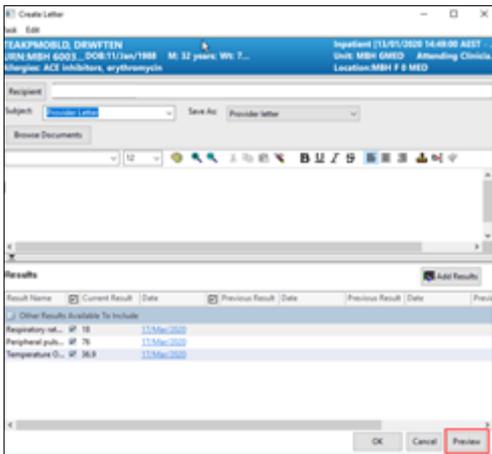


3. Select the **Results** you wish to add to the letter and click **Include Selected**.

ALLRESULTSET	17/Mar/20 20 19:05 AEST	17/Mar/20 20 19:40 AEST	13/Mar/20 20 16:12 AEST	09/Mar/20 20 14:27 AEST	28/Feb/20 20 12:07 AEST
Measurements					
<input type="checkbox"/> Weight measured					
Vital Signs					
<input type="checkbox"/> Temperature oral					
<input type="checkbox"/> Temperature tympanic					
<input type="checkbox"/> Peripheral pulse rate					
<input type="checkbox"/> Respiratory rate					
<input type="checkbox"/> Systolic blood pressure					
<input type="checkbox"/> Diastolic blood pressure					
<input type="checkbox"/> New Confusion/Agitation					
<input type="checkbox"/> AVPU					
<input type="checkbox"/> Mean arterial pressure cuff calc					
<input type="checkbox"/> EW Score					
<input type="checkbox"/> Blood glucose capillary					
<input type="checkbox"/> Sedation score					

The result will appear in the results section.





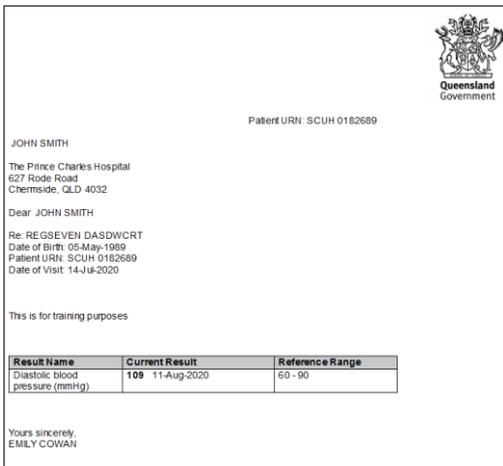
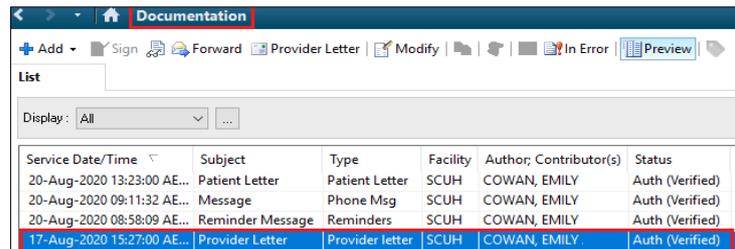
2. Click **OK** on the *Create Letter* window



Note: Do not select *Cancel* on the *Create Letter* screen as this will create duplicate Provider Letters.

4. To preview the provider letter, click *Preview*. The Letter Print Preview will appear for you to check. Each Recipient will have an individual tab.

3. The provider letter can be found in *Documentation, ContinuousDoc and Clinical Notes View*.



5. Click *Cancel* once reviewed the preview
 6. To save and send the letter, click **OK**.

If the forward for print option **is not selected** on the *Provider Recipients* window, a Print window will appear:



1. Click *Cancel* on the *Print* window.

